



CLERK'S OFFICE
MONTGOMERY COUNTY CIRCUIT COURT
ERICA W. WILLIAMS, CLERK

55 EAST MAIN STREET, SUITE 1
CHRISTIANSBURG, VA 24073
PHONE 540-382-5760

- **Your marriage license is valid for a period of sixty (60) days.** If the ceremony is not completed within that time, then the unused license must be returned to the Clerk's office.

- The **minister** or **officiant** who performs the marriage ceremony **must complete** the bottom part of both Copy A and Copy B of the marriage license, and **return both copies** to Montgomery County Circuit Court Clerk's Office within **five (5) days** after the ceremony. The attached self-addressed envelope can be used for mailing.

- If the married couple needs a certified copy of the marriage license for the DMV or the Social Security Administration, it can be obtained from the Clerk's Office for \$2.50 per copy. (Please see attached form).



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Greetings,

To obtain a **certified copy of a marriage license**, please return this letter with a postal money order or credit card (no personal checks please) for **\$2.50 each**, payable to Montgomery County Clerk of Court along with a **self-addressed, stamped envelope**.

Please return this letter, remittance, and the envelope to the above address.

Please complete the following information and return. Thank you.

(1) Spouse's Full Name: _____

(2) Spouse's Full Name: _____

Date of Marriage: _____

Number of Copies: _____

Credit Card Information:

Visa or MasterCard ONLY

Name on Credit Card: _____

Credit Card # : _____ Expiration Date: _____

CVC (3-digit code on back of card): _____ Amount(\$2.50 per copy): _____

Signature: _____

*Please note an additional 3% convenience fee will be applied to all credit card transactions.

To change your name with the Social Security Administration, please use form on the back.

Submit the following:

- completed form
- certified copy of marriage license
- copy of ID

Social Security Administration
Attn: SSN Unit
612 South Jefferson Street
Roanoke, VA 24011-2433

SSN Questions? 866-701-8179

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME TO BE SHOWN ON CARD	First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last
	OTHER NAMES USED			
2	Social Security number previously assigned to the person listed in item 1		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> </div>	
3	PLACE OF BIRTH (Do Not Abbreviate) City	State or Foreign Country		<div style="border: 1px solid black; padding: 2px;">Office Use Only</div>
4	DATE OF BIRTH		MM/DD/YYYY	
5	CITIZENSHIP (Check One)	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	7	RACE Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian	
8	SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH	First	Full Middle Name	Last
9	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> </div> <input type="checkbox"/> Unknown	
10	A. PARENT/ FATHER'S NAME	First	Full Middle Name	Last
10	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-around;"> </div> <input type="checkbox"/> Unknown	
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?			
<input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY	
14	TODAY'S DATE MM/DD/YYYY	15	DAYTIME PHONE NUMBER Area Code Number	
16	MAILING ADDRESS (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code		
I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best to my knowledge.				
17	YOUR SIGNATURE	18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)				
NPN		DOC	NTI	CAN
PBC	EVI	EVA	EVC	PRA
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW _____ DATE _____		
		DCL _____ DATE _____		



Internal Revenue Service

United States Department of the Treasury

Advice for Newlyweds (The Internal Revenue Service – IRS)

It may not be high on the list of wedding planning activities, but there are a few simple steps that can help keep tax issues from interrupting your newly-wedded bliss. If you recently married, check out your new tax situation. You might save money or even prevent the problem of a missing refund check.

The first things to handle are changes of name and address. Later, as tax season approaches, consider whether or not you'll itemize deductions, which tax return form is right for you and what filing status you'll use.

No one should delay the cake cutting or honeymoon because of taxes. But here are some helpful hints for later:

Use the Correct Name. Taxpayers must provide correct names and identification numbers on their tax returns. If a bride takes her husband's new last name, but doesn't tell the Social Security Administration about the name change, a complication may result. If the couple files a joint tax return with her new name, the IRS computers will not be able to match the new name with the Social Security Number. A taxpayer who changes a last name upon marrying should let the Social Security Administration know and should update the Social Security card so the number matches the new name. Form SS-5, "Application for a Social Security Card," is available through the SSA website at www.SSA.gov by calling toll-free 1-800-772-1213.

Report a Change of Address. If one or both spouses are changing their address, they should notify the IRS, as well as the U.S. Postal Service, to be sure they receive any tax refunds or IRS correspondence. It's a simple process. To notify the IRS, all they have to do is send in Form 8822, "Change of Address Form." This form is available by calling the IRS at 1-800-TAX-FORM (1-800-829-3676) or on the IRS website at www.IRS.gov. Or they can write to the IRS center where they filed their most recent return. They should include their full name, old and new addresses, SSN and signature. And they should remember to let their employers know about any name or address changes so they can continue to receive their paychecks and W-2s.

Get that Refund Check. Each year, thousands of tax refund checks are returned by the Post Office to the IRS as undeliverable, usually because the recipient has moved. Notifying both the Post Office and the IRS of an address change in a timely manner can help ensure the proper delivery of any refund checks. To check the status of a tax refund, use the "Where's My Refund" service available on the IRS website at www.IRS.gov or call the toll-free automated refund line at 1-800-829-1954.

Select the Right Form. Choosing the right individual income tax form can help save money. Newly married taxpayers may find that they now have enough deductions to itemize on their tax returns. Deductions for money paid for medical care, mortgage interest, real estate taxes, state and local income taxes or general sales taxes, charitable contributions, casualty losses and certain miscellaneous costs can reduce federal taxes. Form 1040, which is used to report all types of income, deductions and credits, is the one to use if itemizing. Forms 1040EZ and 1040A do not allow such itemization. Tax forms may be obtained from the IRS website at www.IRS.gov by calling the toll-free Forms and Publications line at 1-800-TAX-FORM (1-800-829-3676).

Choose the Best Filing Status. A person's marital status on December 31 determines whether the person is considered married for that year. The tax law allows married couples to choose to file their federal income tax return either jointly or separately in any given year. Choosing the right filing status can help save money.

- A joint return (Married Filing Jointly) allows spouses to combine their income and to deduct combined deductions and expenses on a single tax return. Both spouses must sign the return and both are held responsible for the contents.
- With separate returns (Married Filing Separately), each spouse signs, files and is responsible for his or her own tax return. Each is taxed on his or her own income, and can take only his or her individual deductions and credits. If one spouse itemizes deductions, the other must also.

Figuring the tax both ways can determine which filing status will result in the lowest tax – usually, it's filing jointly. More detailed information on filing status can be found in Publication 501, "Exemptions, Standard Deduction, and Filing Information," on the IRS website at www.IRS.gov requesting the publication by calling the IRS at 1-800-TAX-FORM (1-800-829-3676).